

Real Estate Salesperson, Associate Broker, or Branch Manager Application



FOR VALIDATION ONLY

Check the appropriate box:

- ☐ **First Assoc. Broker/Branch Mgr. – \$210.00**
☐ **First Salesperson – \$146.25**
☐ **Transfer/Reactivation/Change in Status/Class – No Fee**

Make remittance payable to State Treasurer.
 Send application with your remittance to:
 Department of Licensing
 PO Box 9048
 Olympia, WA 98507-9048

Applicant Information - If application information is incomplete, it will not be processed.

Applicant's Name			Social Security Number*		Applicant's Date of Birth	
Employing Company Name					Date of Examination	
Employing Company Address (Number, Street, and PO Box if applicable)					Company Telephone No. ()	
City		State	Zip	County		
Applicant's Mailing Address (Number, Street, and PO Box if applicable)					Applicant's Telephone No. ()	
City		State	Zip	County		

Please respond to the following questions:

1. With the exception of motor vehicle violations, have you ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government, or any other jurisdiction within the past ten years? *(NOTE: If you have been convicted of a crime, you will be subjected to an investigation, and you may be denied a license.)* ☐ Yes ☐ No
2. Is there a criminal complaint or accusation, or other information presently pending against you, or are you under indictment in this state, any other state, by the federal government, or by any other jurisdiction? ☐ Yes ☐ No
3. Has any application for a professional or occupational license or permit made by you ever been denied, or has a license or permit issued to you ever been suspended, revoked, censured, or fined, in this state or any other jurisdiction? ☐ Yes ☐ No
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity? ☐ Yes ☐ No
5. Are you currently required to register as a sex offender in this state or any other state? If yes, state _____ county _____ ☐ Yes ☐ No

Attach letter of explanation for any Yes answer(s) to questions 1-5 above

If you are applying for a Branch Manager's license: Do you agree to personally manage the branch office indicated on this application? ☐ Yes ☐ No

**State law, RCW 26.23.150, requires you to furnish your Social Security Number when applying for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens, without a Social Security Number, must furnish their Individual Tax Identification Number.*

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct. Failure to comply with any provision of the Real Estate Licensing Act or any rule or regulation thereunder may result in the suspension or revocation of your license.

Applicant's Signature X Date _____

Broker's Signature X

Broker's Name (typed or printed) _____

For Office Use Only

Prog	Tran	Prof	Pic No.	Exp. Date	Stat.	Class	Bill	1
Rev		Cic No.		Pointer				
Cert Date		Release		LA Date				

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-6500 or TTY (360)664-8885.

Application Instructions for Real Estate License

This application must be fully completed and submitted with the appropriate fee(s) prior to the activation of the Real Estate License. You may use this application for your first Real Estate salesperson's, associate broker's, or branch manager's license **only if you have already fulfilled the initial requirement of passing the appropriate licensing examinations.** You may begin working from the postmark date to us, or the date of hand delivery to our office, **if** the application is complete and submitted with released license and/or clock hours, if required.

All information needs to be typed or printed, with the exception of the signatures of the applicant and Designated Broker or Branch Manager.

- Your name should reflect the name you are currently licensed with, or the name used when you took the Real Estate examination.
- You may indicate a name change on this application as long as you include the name currently on your license.
- The company name, address, and telephone number should reflect the company or branch office where you want to be licensed, **not** the address of the company you are transferring from.
- You must include your mailing address.

It is important that you provide your **correct** date of birth and residence telephone number. It is also very important that you answer the questions with either a "yes" or "no" response. Please remember to sign the application and to have the Designated Broker or Branch Manager sign **and** print his/her name.

If this application is being used for your initial (*first*) license, you should indicate the date you passed the examination. If you are transferring your license from one office to another, you must submit your signed and released license from the office that you are leaving, along with the completed application and fee.

Note: You are required to be a licensed salesperson or associate broker if using this application to process a transfer of your license, to change your status/class from associate broker to branch manager, to **become** an associate broker or branch manager, or to request a duplicate license.

Upon filing, this application becomes a public record and is subject to public disclosure provisions under RCW 42.56